

# THE MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS OF THE PARK WILSHIRE IMPROVEMENT ASSOCIATION

01.17.24

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held in person at 2575 Park Wilshire Dr., pursuant to notice duly given to all of the directors and members.

## A. Call to order and meeting minutes

The **Monthly** meeting called to order at 7:20PM via in person on **01.17.24**

### Board Members Present:

- Skye Gordineer (President)
- Nawaf Al-Baghly (Operations)
- Matt Brock (Treasurer)
- Sarah Villalobos (PWIA Communications)
- Angela Soares (PWIA Lifeguard Admin)

### Board Members Not Present:

- Quinn Nichols (PWIA Membership)

### Others in attendance:

- Rebecca Crapo (PWIA Pool Manager)

## B. Email Discussion since prior meeting

1. None

## C. Closed Session

## D. Open Session

1. Approve Agenda
2. **President (Skye)**
  - a) Pool Break-in Recap
    - i. Next steps:
      - a. Nawaf still looking for fence vendors
      - b. Recommendation by Skye to discuss camera placement and placement hours for both off season and on season- need to communicate to members. Look at wired floodlights w/ cameras.
      - c. Bathrooms were unlocked - Explore bathroom keycode automated locks.
      - d. Need to file a claim with insurance upon receipt of police report
      - e. Look at fixing doors and door security - metal plate
      - f. For future incidents, protocol is to call 911 and wait in the car.
  - b) Website Meeting with Adam Recap
    - i. Website Updates
      - a. Next steps:

- i. Need to reorganize the page and move BOD bios in the about us section and make the home page more info on the pool.
    - ii. Update the registration confirmation email to include more information about next steps.
  - c) Soft Opening
    - i. Try for early May for opening depending on the weather.
    - ii. Action: Update waiver to account for cameras and to sign for guests. Angela to write updates to existing waiver and send to Quinn for legal review.
- 3. Operations (Nawaf)**
  - a) Door Replacement Quote
    - i. Nawaf got quotes from 2 vendors - fiberglass vs steel \$10k - \$12k to replace all 5 exterior doors inclusive of metal casing, hardware, frames, etc
    - ii. Would also likely need to re-key so consider that as an extra cost
    - iii. Explore automated locks for bathrooms to make them more accessible for members
    - iv. Matt will reach out to insurance company to see coverage options
    - v. All aligned to move forward upon guidance from insurance
  - b) Renovation Requests and Prioritization
    - i. Put remodeling bathrooms on hold given resurfacing and break-in
    - ii. Need to put a work order in
  - c) Pool Resurfacing project recap
    - i. A few bubbles in the deep in that we need to address - Matt to follow-up
  - d) Nawaf: Address HazMat inspection and ensure our HazMat plan is up-to-date. Have Genie on site to address this.
  - e) Nawaf: Reach out to the fire department for inspection.
- 4. Pool Manager (Rebecca)**
  - a) Lifeguard Hiring Guidelines
    - i. Timeline: Applications posted and send by end of Jan, February 29th deadline, March - interviewing and hiring. Help with interviews requested by the board, April - submit April. And if paperwork not received by 1st of May they will not be on the schedule.
    - ii. Priorities: Lifeguard experience (returning lifeguards), successful interview, references, professionalism,
    - iii. Rebecca to share website verbiage with the board for approval and post by the end of Jan.
- 5. Communications (Sarah)**
  - a) Updates to website
  - b) Polar Plunge - set a date (March 16th @ 10am), confirm t-shirt and plan event).
    - i. Coffee, hot chocolate, pastries, explore FOB for 2-3 events including this and wine & cheese.
    - ii. Sarah to reach to Sarika and Keith / Cameron for 1st right of refusal for FOB
    - iii. Association and swim members
  - c) Merchandise

- d) New diaper signs and “pool is closed” sign to be created and hung prior to opening.

**6. Lifeguard Admin (Angela)**

- a) Pool party rates
  - i. 2023 Prices - \$150 - 10-30 Guests, \$200 - 30-50 Guests (weekday only)
    - a. Updating policy to accommodate 30-50 guests parties, for Sundays, hours (4) and pricing stay the same. No parties on holidays or after Labor Day. Memorial day to Labor.
    - b. Angela to update the party page.
    - c. Opening party bookings for May 1st on the website to start opening on June 1st.
  - ii. 2024 Prices? Don’t recommend raising rates for parties
  - iii. Send out pool parties sponsorship for members before pool parties begin \$500 for school parties that can start on May 1st.
  - iv. Motion made for updating lifeguard pay for 2024 - Change page range at \$18 for new lifeguards and goes to \$18.50 for returning pay.
    - a. Motion passed by all attending members (Skye, Matt, Angela, Nawaf, and Sarah).

**7. Treasurer (Matt)**

- a) Year-over-year comments:
  - i. Income went up due to higher dues, interest, and a little due to parties.
  - ii. Maintenance went up \$51K due to resurfacing payments.
- b) Versus budget comments:
  - i. Overall: lower net income due to resurfacing.
    - a. Better income due to interest and parties.
    - b. Repairs and Maintenance higher than budget due to resurfacing.
- c) Other items:
  - i. Beginning \$120K purchase of 4-week T-bills (1/4th each week for 4 weeks).
  - ii. Paid \$54K for pool resurfacing in Dec and plan to pay final payment of \$27K in Jan for a total of \$81K.
  - iii. Will begin end-of-year filings (W2s, fed and state taxes, etc).
  - iv. Planning on updating the balance sheet to eliminate accrued reserve. PWIA is a cash-basis organization and this accrued liability does not represent any liability.
- d) Annual Meeting Preparation - Confirmed for February 28, 2024 @ 7:15pm
- e) Confirm planned swim rate increase (we increased swim membership by \$50 for all members in 2023).

Account	Last Year	Last Month	This Month	This Month vs:	
	12/31/2022	11/30/2023	12/31/2023	Last Month	Last Year
Operating	9,508.57	41,251.72	33,757.84	(7,493.88)	24,249.27
Reserve	202,210.56	199,404.28	149,832.85	(49,571.43)	(52,377.71)
<b>Total</b>	<b>211,719.13</b>	<b>240,656.00</b>	<b>183,590.69</b>	<b>(57,065.31)</b>	<b>(28,128.44)</b>

**8. Secretary**

- a) Motion to approve last month’s minutes. MSC and cleared
- b) Annual Meeting Preparation - February 28, 2024 @ 7:15pm

- c) Use board meeting at February 13, 2024 for annual meeting preparty
- d) Create agenda for annual meeting at Feb 13th board meeting

Meeting adjourned the meeting at 9:24pm Next meeting is board meeting on 2/13 at 7:30:pm at 2575 Park Wilshire Dr. Annual Meeting Scheduled for February 28, 2024.

Respectfully Submitted,

Skye Gordineer (PWIA President)